

CERTIFIED SEAFOOD INTERNATIONAL **TECHNICAL ADVISORY COMMITTEE FOR THE UNIFIED CHAIN** **OF CUSTODY STANDARD**

Overview

As stated in its Bylaws, Certified Seafood International (CSI) was established to provide wild-capture fisheries assurance that is both credible and cost-effective. It seeks to assess whether wild-capture fisheries adhere to internationally accepted fishery management practices, relying upon the Code of Conduct for Responsible Fisheries and the Ecolabelling Guidelines established by the Food and Agricultural Organization of the United Nations (FAO). It seeks to advance recognition of seafood from responsibly managed fisheries by providing buyers with accurate information about the origin of wild-capture seafood products. It seeks to adhere to best practices, including by maintaining alignment with entities such as the Global Sustainable Seafood Initiative and the International Organization for Standardization.

In order to achieve these objectives, CSI maintains and implements certain technical documents, including a Chain of Custody (CoC) Standard. Chain of Custody certification provides credible assurance that products sold through licensed use of the certification ecolabel or trademark will communicate to customers and consumers the provenance of seafood from certified fisheries and can be traced throughout the supply chain to a certified source.

While the Board of Directors is ultimately responsible for the integrity of these documents, drawing upon specialized expertise – including from those not serving on the Board of Directors – strengthens Chain of Custody program effectiveness. In this context, the Board of Directors of CSI has established a Technical Advisory Committee (TAC) to support implementation and review of the *Unified Chain of Custody Standard – Requirement for Organizations Handling Certified Seafood*.

Terms of Reference

The Terms of Reference of the Technical Advisory Committee are as follows:

- Keep under review the Unified CoC Standard and pertinent assessment procedures.
- Propose and provide advice to the CSI Board of Directors, and to the boards of other programs sharing the Unified CoC Standard, on changes to the Unified CoC Standard and pertinent assessment procedures that strengthen the effectiveness of the CoC Program.
- Provide knowledge and guidance that will contribute to effective program implementation and alignment with FAO Key Reference Documents and GSSI requirements.
- Provide input and advice on documents prepared on the technical interpretation of the

Unified CoC Standard.

- Provide technical oversight of Unified CoC Standard revisions and supporting technical documentation.

Constitution

Membership of the TAC for the Unified CoC Standard is determined by the Board of Directors and based on advice, consultation, and nominations put forward from the CSI Appointments Committee, the boards of other programs sharing the Unified CoC, and other relevant stakeholders.

The Board of Directors shall determine the number of TAC voting members. It may choose to appoint one of the TAC members as the Committee Chairperson. The CSI Executive Director, Vice President - Program and Standards, or other appointed individual shall act as secretariat but hold no voting rights.

The Board of Directors shall establish and maintain TAC membership with relevant specialized expertise, including seafood supply chain operations, implementation of chain of custody best practices, and standard management. Collectively, the TAC membership shall represent a broad understanding of operational aspects of fisheries and seafood supply chains and the handling of seafood from certified fisheries. Programs that share the Unified CoC Standard shall have representation on the TAC or a mechanism to have their interests heard on the TAC.

The Board of Directors shall periodically review the membership of the TAC to ensure that it continues to represent perspectives from regions where the CSI program is actively engaged.

Rules of Procedure

Unless otherwise specified by the CSI Board of Directors, the Chairperson and members of the TAC shall be appointed to an initial term of three years and shall be eligible for reappointment.

Any member of the TAC may resign by notice in writing to the Chairperson of the Board of Directors. TAC members may be removed during their terms by the Board of Directors due to repeated failure to attend meetings of the TAC or for any other reason at the discretion of the Board.

Committee meetings shall be convened not less than once a year and by notice in writing (including e-mail) to each member.

The CSI Executive Director or Vice President, Program and Standards shall be responsible for taking and presenting a correct record of the proceedings at each meeting. These minutes shall be prepared and circulated in advance of the next meeting and approved by the TAC.

A quorum at meetings of the TAC shall be one-half of the voting Committee members.

For key decisions on standards and interpretation, the TAC shall strive for consensus. In the event of a vote, motions shall carry with a two-thirds majority. Each member shall have one vote.

Non-member specialist advisors may be invited to attend meetings of the TAC, but they shall not be entitled to vote.

Confidentiality and Conflict of Interest

Members of the TAC are appointed to support the objectives of the Unified CoC Standard and must be:

- willing to contribute their time and expertise without promise of remuneration;
- dedicated to holding the interests of CSI above those of any one stakeholder group; and
- committed to neutrality, transparency, and fairness in all dealings.

All TAC members shall be asked to sign a conflict of interest and confidentiality undertaking. Should a potential conflict of interest arise, the member shall report this to the Chairperson of the Board of Directors as soon as reasonably possible. The Chairperson shall determine an appropriate response. All such reported conflicts of interest and action in response shall be recorded on the TAC files.

Standards Review Procedure

CSI Procedure 10 Standard Development Procedure defines the procedure by which CSI develops, reviews, and approves the Unified Chain of Custody Standard.

Records

Records will be retained as follows:

- (a) Standard Review
 - Committee minutes and recommendations
 - Evidence of external considerations
 - Redrafted standard
- (b) Standard Approval
 - Minutes of CSI Board approval
 - Updated standard